



# Office of the City Clerk

## Weekly Report – for Week Ending November 27, 2015

### OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Emergency Preparedness - El Niño** - The City Clerk attended the Mayor's Office briefing on El Niño Preparation. All City Clerk staff were emailed the elninola.com website link and urged to sign up for "NotifyLA."

#### City Municipal Elections:

**LA Community College District Elections** - The City Clerk attended the Legislative Committee Meeting of the Board of Trustees of the Los Angeles Community College District. The Board is considering moving to even year elections in 2018.

**Election Invoices** - Staff completed the billing to LAUSD and LACCD this week and invoiced for \$4,925,767 and \$1,998,079 respectively for the costs of administering their 2015 Elections.

#### 2016 Neighborhood Council Election:

Testing of the Candidate Filing System is in process. Staff also met with EmpowerLA! to walk through and discuss candidate filing portal specifications.

The development of the online Vote-By-Mail application for the Westwood Neighborhood Council is near completion. The application is being tested by EmpowerLA! and scheduled to go live for on December 1<sup>st</sup>.

Meetings were conducted with EmpowerLA and the vendor, Everyone Counts, to discuss the latest iterations of the NC stakeholder registration and telephone voting system.

#### Council and Public Services Weekly Statistics:

|                                       |      |
|---------------------------------------|------|
| Number of Ordinances Posted/Published | 10/0 |
| Number of Notices/Publications        | 23   |
| Number of Contracts Attested          | 40   |
| Number of Council Files Created       | 167  |
| Number of Claims Received             | 224  |
| Number of Referrals                   | 63   |
| Number of Council Meetings            | 4    |
| Number of Committee Meetings          | 8    |

**City Health Commission** - The City Clerk presented information to the Health, Mental Health and Education Committee of the City Council relative to the new Health Commission. Commission 1<sup>st</sup> Vice President Suzie Shannon and Commission 2<sup>nd</sup> Vice President Matthew Sharp also presented their goals for upcoming meetings.

**City Health Commission Webpage** - The Health Commission internet public-facing webpage is being developed to host meeting agendas and health related information for the general public. Links to the meeting calendar and document subscriptions will be added to the main page.

**Committee Meetings Closed Captioning** - A work-order has been placed with the vendor Granicus to modify the Council and Committee webpage. A new column will be added where the meeting translation script will be posted to meet ADA compliance.

### TOP ISSUES

- **LA Community College Elections**
- **2016 Neighborhood Council Election - Registration Systems Go Live Next Week**
- **City Health Commission Discussion in Council Committee**
- **Records Storage RFP Recommendation Submitted to Council**
- **Council File Scanning**



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## Neighborhood and Business Improvement Districts:

Staff reviewed the first draft of the Management District Plan and Engineer's reports for the proposed Hollywood Western and second draft of the proposed Venice Beach property-based BIDs.

Staff attended the 12<sup>th</sup> Annual Holiday concert in the Gateway to LA Business Improvement District.

**Records Storage RFP** - City Clerk's report and a draft contract have been submitted to the City Council and referred to the Trade, Commerce & Technology Committee. It will be heard in early December.

**Historical Archives Research** - The Department of Transportation researched the history of a preferential parking district.

**Special Storage Arrangement, L.A. Maritime Museum** - 30 boxes of the Los Angeles Maritime Museum's "Weinstein Collection" have been returned to the Maritime Museum. The transfer will continue at a rate of approximately ten boxes per week.

**Council File Scanning** - 21 boxes containing 1,075 Council files have been imaged and will be uploaded to CFMS. Imaging will continue at a rate of approximately 10 boxes every two weeks through April of 2016.

**Department Outreach** – A report on the City's current records disposition schedules has been submitted to the City Attorney for re-approval.

**Archives Projects** - The City Archives posted to our You Tube page a clip from our film collection containing street scenes near Union Station and Chinatown from the period of the construction of Union Station. <https://www.youtube.com/watch?v=os-hh7dngXY&feature=youtu.be>

**Fiscal** - Staff answered questions from our CAO analyst regarding 2016-17 Proposed Budget, processed various petty cash requests, and attended the Health, Mental Health, and Education Committee meeting to answer questions pertaining to the Anti-Smoking Trust Fund report; item was continued to the next committee meeting.

**AB1290/Council** - Staff received 1 allocation, drafted 2 contract agreements, has 8 contracts in process, has 2 contract close outs in process and processed 10 contingency requests.

**General City Purposes** - Staff received 47 GCP allocation requests, executed 2 contracts and processed 13 invoices for payment.

**Personnel** - Staff held two New Hire Orientations, two FMLA Orientations, intake for Administrative Clerk positions in CPS and Elections, held a Workplace Violence Prevention Training for CD 6, sent out a communication to all elected offices and City Clerk regarding training compliance for the Preventing Sexual Harassment Training AB1825, worked on Personnel matters with Council and Mayor Office and is researching the City's participation in the Federal Work Study Program at the University of Southern California.

## ISSUES

None to report.

## UPCOMING . . .

None to report.